

Instructions for completing the DBA form:

- Fill out the form but do not sign it until you are in the presence of a Notary Public.
- The form should be filed at the Saratoga County Clerk's Office
 - 40 McMaster Street, Ballston Spa, New York, 12020
- Hours for recording documents are 8:00 A.M. to 4:15 P.M., Monday through Friday.
- The filing fee is \$25.00 and there is a \$5.00 charge for each certified copy. Fees must be paid in cash; or with a money order or check imprinted with your address and phone number. Out-of-State or starter checks are not accepted.
- If mailing, please send a self addressed stamped envelope.

Kathleen A. Marchione
Saratoga County Clerk



40 McMaster Street
Ballston Spa, NY 12020
(518)885-2213

**CERTIFICATE OF CONDUCTING BUSINESS
UNDER AN ASSUMED NAME**

I/WE HEREBY CERTIFY that I/WE intend to conduct or transact business under the name or designation of:

Business Name _____

at Business Address _____ **Saratoga**
(Street Address) (City) (State) (Zip Code) (County)

Name ***

Address

I/WE FURTHER CERTIFY that I am/We are the successor in interest to: _____ Or No One ☐
(name of previous business and owner)

The person or persons heretofore using such name or names to carry on or conduct or transact business.

IN WITNESS WHEREOF, I/WE have signed this certificate on _____.

Signature

*** If under 18 state age

Signature

Signature

STATE OF NEW YORK
COUNTY OF SARATOGA

On _____ before me, the undersigned personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose names(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signatures(s) on the instrument, the individuals(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public